

Multi-Part Motions

For Attorneys

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached Proposed Order.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.

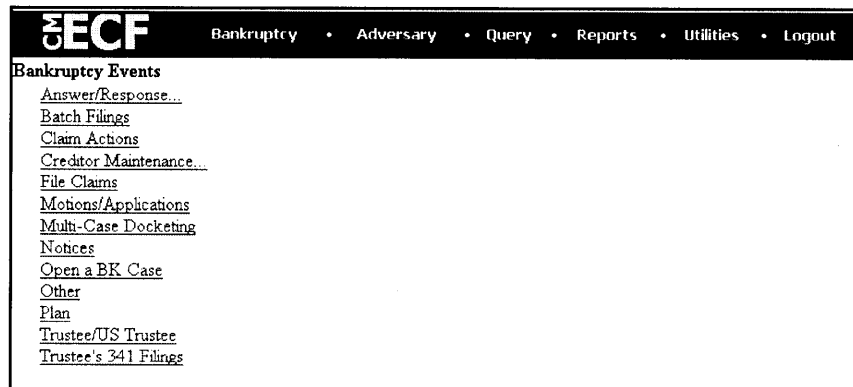


Figure 2

- ◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

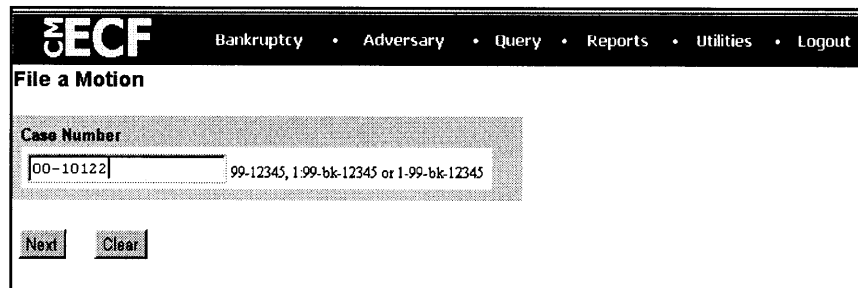
The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header section titled "File a Motion". The main content area contains a "Case Number" label above a text input field. The input field contains the text "00-10122". To the right of the input field is a hint text: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

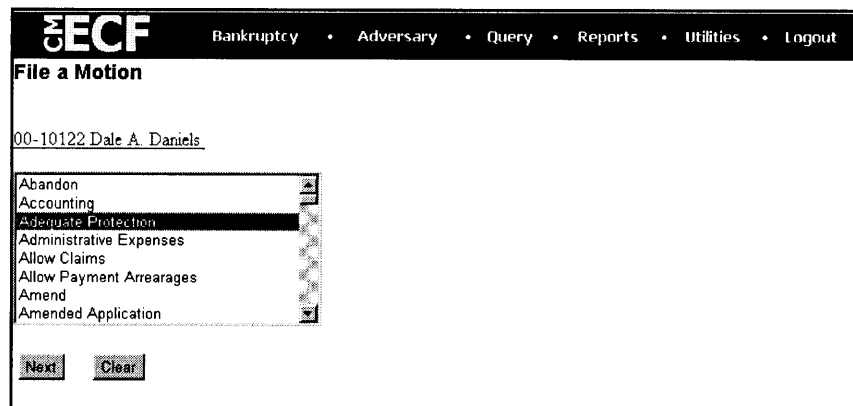
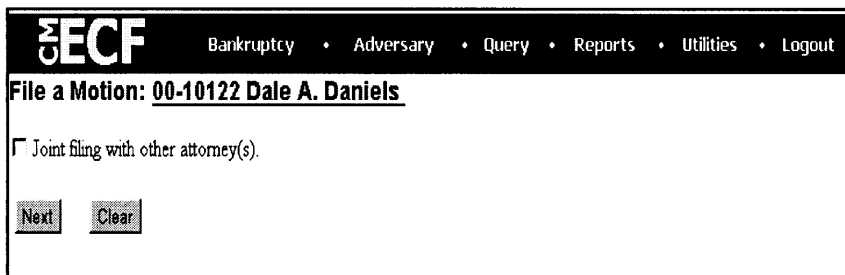
The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header section titled "File a Motion". The main content area shows the case number "00-10122 Dale A. Daniels" above a list box. The list box contains the following items: Abandon, Accounting, Adequate Protection (highlighted), Administrative Expenses, Allow Claims, Allow Payment Arrearages, Amend, and Amended Application. Below the list box are two buttons: "Next" and "Clear".

Figure 4

- ◆ Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion: 00-10122 Dale A. Daniels

☐ Joint filing with other attorney(s).

Figure 5

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion: 00-10122 Dale A. Daniels

Select the Party:

Chrysler Credit Corp. [cr.cr]
Daniels, Dale A. [pty:db]
Greentree Financial Corp. [cr.cr]
Home Depot [cr.cr]
Provident Financial [cr.cr]
Stevens, Katita [tr.tr]

[Add/Create New Party](#)

Figure 6

- ◆ Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.
- ◆ Click **[Next]** to continue.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

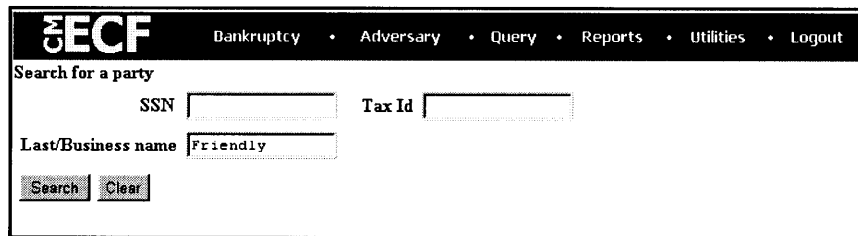


Figure 7

- ◆ Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8.)

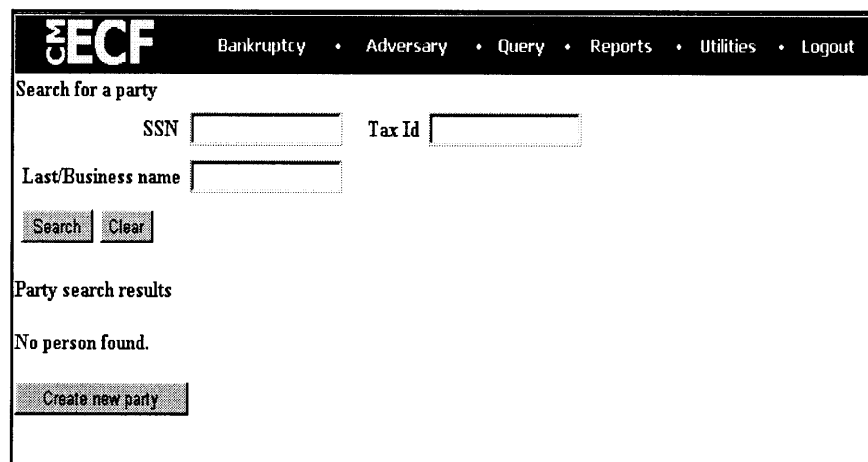


Figure 8

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

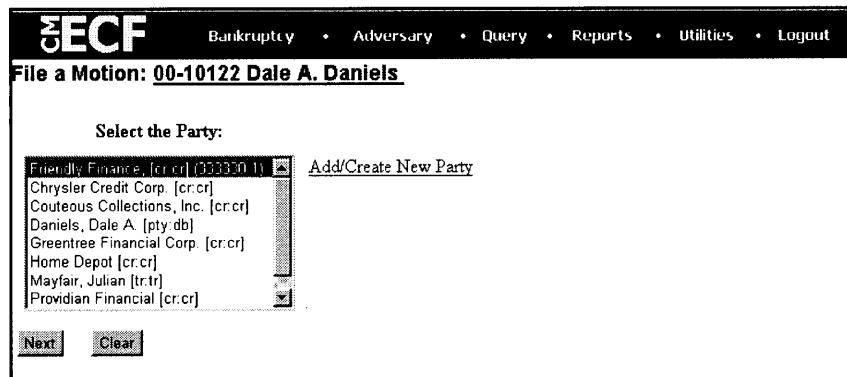
The screenshot shows the ECF Party Information screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'Party Information'. The form contains the following fields:

- Last name: Friendly Finance
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Title: [empty]
- SSN: 222-11-1234
- Tax ID: [empty]
- Office: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- County: [empty]
- Country: [empty]
- Phone: [empty]
- Fax: [empty]
- E-mail: [empty]
- ProSe: no
- Role: Creditor (cr.cr)

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave *pro se* as **no**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click [**Submit**].

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

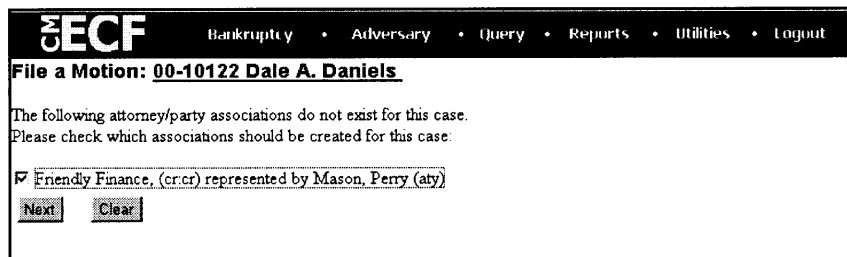


The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion: 00-10122 Dale A. Daniels". The main section is titled "Select the Party:". It features a dropdown menu with a list of parties: Friendly Finance, [cr:cr] (9533301), Chrysler Credit Corp. [cr:cr], Couteous Collections, Inc. [cr:cr], Daniels, Dale A. [pty:db], Greentree Financial Corp. [cr:cr], Home Depot [cr:cr], Mayfair, Julian [tr:tr], and Providian Financial [cr:cr]. The first option, "Friendly Finance, [cr:cr] (9533301)", is highlighted. To the right of the dropdown is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)



The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion: 00-10122 Dale A. Daniels". The main section contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Friendly Finance, (cr:cr) represented by Mason, Perry (aty)". The checkbox is checked. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12.)

Figure 12a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

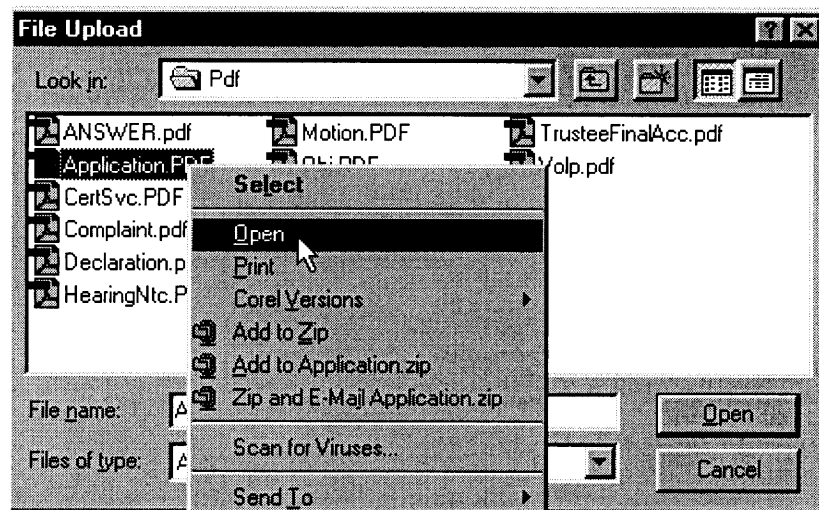


Figure 12b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

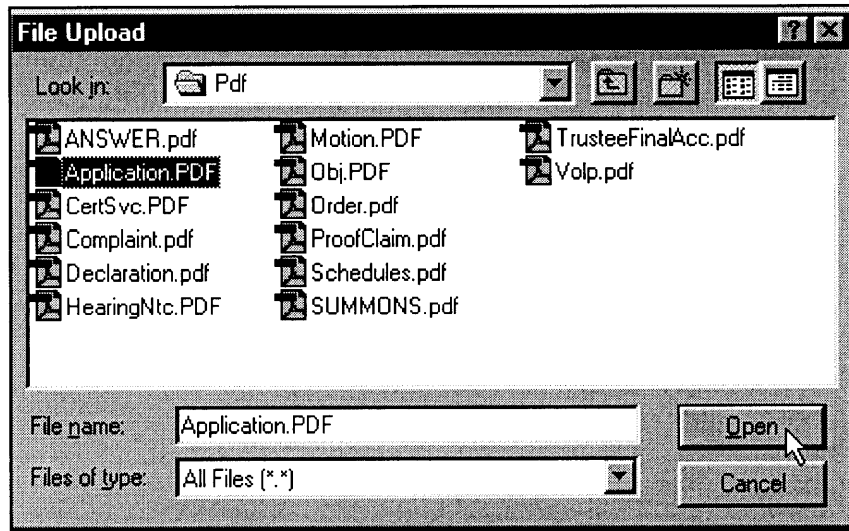


Figure 12c

- ◆ To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the proposed order to the motion. This exercise will show the process of an attached proposed order.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the proposed order.
- ◆ Click **[Next]**.

STEP 13 When you click the **yes** radio button, the **ATTACHMENT** screen displays. (See Figure 13a.)

Figure 13a

- ◆ Please note that the PDF file of the motion is not an **attachment**. An **attachment** is another supporting document, such as supporting affidavits, exhibits, etc. which are defined by each court.
- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file for the proposed order is located.
- ◆ Double-click the PDF file to select it.
- ◆ Highlight **Proposed Order** in the **Type** pick list.
- ◆ Enter detail concerning the attachment in the **Description Box**. Follow your local court procedures for use of the **Description Box**.
- ◆ Click [**Add to List**] and the path and file name are added to the **List box**. (See Figure 13b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion: 00-10122 Dale A. Daniels

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 13b

- ◆ Click [**Next**].

STEP 14 The **MODIFY DOCKET TEXT** screen appears. (See Figure 14.)

The screenshot shows the ECF system interface. At the top, there's a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the header reads 'File a Motion: 00-10122 Dale A. Daniels'. The main section is titled 'Docket Text: Modify as Appropriate'. It contains two text input fields. The first field is labeled 'Motion for Adequate Protection' and the second is labeled 'Motion for Relief from Stay'. To the right of the second field is a 'Filed by' label. Below the input fields, the text reads 'Friendly Finance . (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 14

- ◆ If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- ◆ In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- ◆ Click **[Next]** to continue.

STEP 15 The **FINAL TEXT EDITING** screen displays. (See Figure 15.)

The screenshot shows the ECF system interface. At the top, there's a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the header reads 'File a Motion: 00-10122 Dale A. Daniels'. The main section is titled 'Docket Text: Final Text'. It contains a single text input field with the text 'Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance. (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)'. Below the input field, the text reads 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 15

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.
- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.

- To abort or restart the transaction, click the [Bankruptcy](#) hyperlink on the **Menu Bar**.

STEP 16 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 16.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion: 00-10122 Dale A. Daniels

Notice of Electronic Filing

The following transaction was received from Mason, Perry on 8/24/2000 at 2:13 PM CDT

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [16](#)

Docket Text:
 Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance. (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: R:\TRAINING\ECF\PDFfiles\m_rlfsty_adqprot.PDF
Electronic document Stamp:
 KeyFile is not available for this court
Document description: Proposed Order Relief from Stay Adequate Protection
Original filename: R:\TRAINING\ECF\Docs_PDF\ECFdocs\Motion.PDF
Electronic document Stamp:
 KeyFile is not available for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,
 Ramona Haynes racehorsehaynes@email.mss.com,
 Bruce Williams bwilbr@email.msm.com,

00-10122 Notice will not be electronically mailed to:

Cornelius Appleby
 Appleby, Crowne, Harris and Quirk
 611 E. 21st Street
 Columbia, MD 21046

Hardy Hansen
 Hansen & Hansen
 1234 Main St
 San Antonio, TX 78209

Perry Mason
 Mason & Associates
 217 Woodlawn
 Houston, TX 77229

Glenn D. West
 West, Johnson, Smith and Jones
 112 E. Chanook Street

Figure 16

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

- ◆ Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption
Document description:	First <i>attached</i> document's description that was entered on the attachment screen by the filer.
Original filename:	Filer's full directory path from the firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.